

DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

DIRECTIVE NO.: 1.17

EFFECTIVE: 4/1/05

APPROVAL: _____

1.17 Publication of Notices and Orders on the Department websites

Policy: It is the policy of the Department to publish notices and orders on the DHP websites. The criteria and conditions for publication are as follows:

1. Notices¹ together with final orders² which impose or dismiss any disciplinary action upon the final order becoming effective reflecting that case decision;
2. Notices together with final orders which grant or deny modification of a previous order imposing a term, condition, suspension or revocation upon the final order becoming effective reflecting that case decision;
3. Notices together with final orders which grant or deny eligibility for a license, certificate registration or other right or benefit upon the final order becoming effective reflecting that case decision;
4. Orders together with its accompanying statement of particulars which reflect a summary suspension made pursuant to § 54.1-2408.1 of the *Code* upon entry;³
5. Orders with incorporated documents which reflect mandatory suspension made pursuant § 54.1-2409 of the *Code* upon entry; and
6. Orders which reflect a suspension of a license pursuant to § 54.1-104 of the *Code* upon entry.

Nothing contained in the directive shall prohibit the release upon request of notices in accordance with Freedom of Information Act.

Procedure: Board Executive Director or his designee shall identify any documents meeting the criteria set forth in this directive. Any social security number, patient names, or other confidential information appearing on any document shall be redacted prior to delivery for scanning.

¹ Notices are not to be published until such time as the order becomes final which disposes of matters contained in that notice.

² An order is consider "final" when the next avenue of recourse for the aggrieved party rests with a court pursuant to § 2.2-4026 of the *Code*. A letter that communicates a dismissal which disposes of an allegation contained in a notice shall be considered a final order.

³ An order of summery suspension is to be posted, even if such order may not be the final decision in the matter.

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The Executive Director or his designee shall forward to the Director of Information Technology those documents to be scanned for publication on the agency web sites within one business day of entry or less.

The Director of Information Technology shall scan such documents within one business day or less of receipt and assure publication associated with "License Lookup," "Recent Case Decisions," and the "Physician Information Project" (Physician Profile).